



Department of Commerce & Management
St. Bede's College, Shimla

MINUTES OF THE MEETING

Date: July 23, 2019

Time: 10:30 AM

A departmental meeting was held to discuss about the various departmental activities to be organised for the session 2019-2020. It was also decided to prepare activity calendar of the department accordingly.

Mr. Manu Mahajan (HoD) *Manu Mahajan*

Dr. Savita Rana *Savita Rana*

Ms. Mini Sharma *Mini Sharma*

Ms. Shivani Vaid *Shivani Vaid*

Ms. Upasana Thakur *Upasana Thakur*

Mr. Ashish *Ashish*



Minutes of the Meeting held in 2019 by the Department of commerce

A meeting of the department was held on October 30, 2019.

- Feedback on attendance was collected and reasons for short attendance, class performance and marks obtained in minor tests were discussed.
- It was decided to share the information about class performance and short attendance with their respective parents/guardians during PTMs.
- It was also decided to contact parents telephonically.

The following members were present in the meeting:-

Mr. Manu Mahajan (HOD) *Manu Mahajan*

Dr. Savita Rana *Savita*

Ms. Mini Sharma *Mini*

Ms. Upasana Thakur *Upasana*

Mr. Kuldeep *Kuldeep*

Mr. Anupam *Anupam*



Minutes of the Meeting held in 2019 by the Department of Commerce

A meeting was held on 9th Nov 2019 by the department to discuss the following:

- Remedial classes to be taken regularly for weak students.
- To give advanced learners additional responsibilities like peer teaching, preparation of power point presentations and inter department activity

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Ms. Mini Sharma *Mini*

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Mr. Kuldeep *Kuldeep*

Mr. Anupam *Anupam*